



Housing Trust Fund/ Charlotte Housing Opportunity Investment Fund RFP

Frequently Asked Questions

1. **Neighborhood Meeting** – Does it have to happen on or before application submission dates 5/15/19?
The Neighborhood meeting does not have to occur before the application submission date of May 15, 2019. However, it must be held before July 17, 2019.
2. **Appraisal** – Do we have to have an appraisal done?
An appraisal is required. If a market study for the site has been completed within the last year and it has an indication of the land value, land value indicated in the market study is acceptable.
3. **Application Fee** - Is there an RFP application fee?
No application fee is required.
4. **Clarity on the Charlotte Housing Opportunity Investment Fund (CHOIF)** – What is the interest rate assumption for CHOIF financing and what are the specific requirements for the LISC interest-free financing to be used with local institution financing?
The CHOIF has no interest rate because it is an equity product with a cash flow sweep. CHOIF-related inquiries should be directed to Rusty Mills of LISC at amills@lisc.org
5. **Process** - Explain the application submission process. Is there one RFP package containing all requests for funding that is submitted in one drop box, or multiple RFP packages submitted separately?
One RFP package should be submitted and it may contain requests for assistance from multiple sources (HTF, CHOIF, City land, etc.). The RFP package must be submitted to one drop box. Please include drop box access information in an email alerting us that the RFP package has been downloaded to a drop box. All RFP packages must be submitted by 5:00 pm EST.
6. **Site Zoning approval** - When must site zoning be approved?

Site zoning must be approved by June 19, 2019

7. Neighborhood Meeting Notification – Who needs to be notified of the neighborhood meeting?
 - **All homes within 300 feet of the proposed site must be notified of the neighborhood meeting as outline in the RFP.**
 - **All neighborhood organizations listed in the City's Community Organization listing that are within one mile of the site. To identify the neighborhood organizations, click onto the below Neighborhood Organization Contact List (NOCL) Interactive Map link. Follow the instructions on the map.**

<http://charlotte.maps.arcgis.com/apps/webappviewer/index.html?id=44f078b6f96f4b3b9772e53909625cb0>